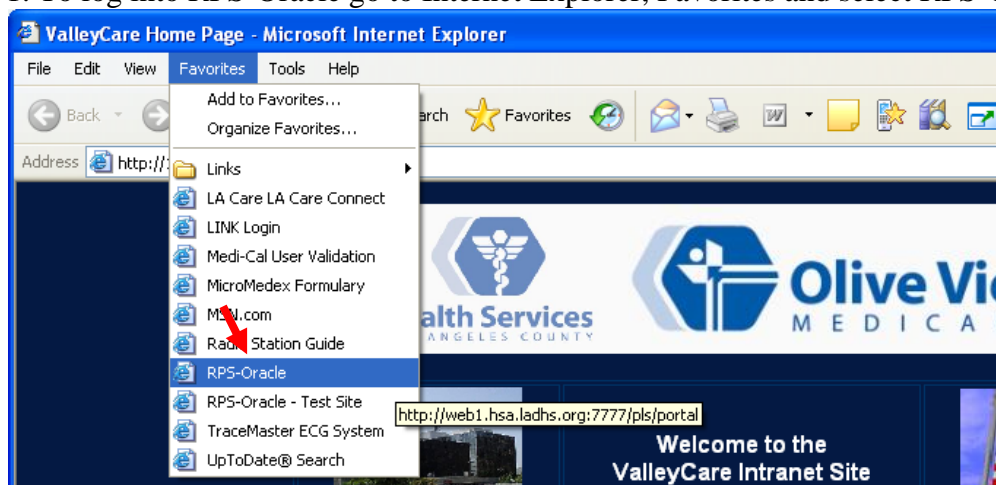


## RPS-Oracle: Referral Creator Procedures

Before beginning, please give any documentation that is not accessible by Affinity to a nurse for scanning that needs to be attached to the referral.

1. To log into RPS-Oracle go to Internet Explorer, Favorites and select RPS-Oracle.



2. Login to RPS with the User Name and Password given to you.

Sign In

Enter your Single Sign-On user name and password to login

User Name   
Password

Login Cancel

3. Click on “Referral Initiation”.



4. Before you create a referral, look up the patient to see if a referral has already been created. Click on “Search for Referral”.

County HEALTH SERVICES

Logout

Welcome RPS Administration Referral Initiation

My Referrals Team Referrals

My Action List

No row returned.

Referrals

[Create a New Referral](#)

[Referrals I Created which are Pending Submit](#)

[Submit Pending Referrals Awaiting My Approval](#)

[Referrals I Saved without Submitting](#)

[Referrals I created which are Unassigned in Administrative Review](#)

[Referrals I created which are Assigned in Administrative Review](#)

[Referrals I created which are Unassigned in Clinical Review](#)

[Referrals I created which are Assigned in Clinical Review](#)

[Referrals Requiring Additional Information from Me](#)

[Referrals I created which are Approved](#)

[Referrals I created which are Denied](#)

[Referrals I created which are Cancelled](#)

[Referrals I created which I can Cancel](#)

[Search for Referrals](#) ←

5. Type in patients date of birth and hit <Enter> to begin Search, you do not have to put both To and From.

COUNTY OF LOS ANGELES  
CALIFORNIA

REFERRAL PROCESSING SYSTEM


### Referrals Search

Referral ID:	<input type="text"/>	
Patient Last Name:	<input type="text"/>	
Patient ID (MRUN) at Requesting Facility:	<input type="text"/>	
Patient MRUN at Requested Facility :	<input type="text"/>	
Referral Initiator:	<input type="text"/>	
Referral Submit Approver:	<input type="text"/>	
Patient DOB: (MM/DD/YY)	From: <input type="text"/>	To: <input type="text"/>
Create date: (MM/DD/YY)	From: <input type="text"/>	To: <input type="text"/>
Appointment date: (MM/DD/YY)	From: <input type="text"/>	To: <input type="text"/>
Referral Disposition:	*** Any Disposition ***	
Referral Status:	*** Any Status ***	
Appointment Status:	*** Appointment Status ***	
Requested Clinical Activity:	*** Any Clinical Activity ***	
Requesting Clinical Activity:	*** Any Clinical Activity ***	
<input type="button" value="Search"/>		

6. To select a patient to review, click on “Referral ID”. If referral request does not match, proceed to create a referral. Close windows to proceed.

REFERRAL PROCESSING SYSTEM												
Referral Search Results												
Close Window												
Referral ID	Patient Info	Patient Name	DOB	MRUN	Init Date	Last Changed Date	Initiator	Requesting Clinician	Status	Disposition	Requesting Clinical Activity	Requested Clinical Activity
671									Administrative Review - Unassigned	Pending	Adult (Mid-Valley Comprehensive Health Center)	Appliance (Olive View-UCLA Medical Center)
671									Administrative Review - Unassigned	Pending	Adult (Mid-Valley Comprehensive Health Center)	Genetics (Olive View-UCLA Medical Center)
671									Administrative Review - Unassigned	Cancelled	Adult (Mid-Valley Comprehensive Health Center)	Cardiology (Mid-Valley Comprehensive Health Center)

7. Click on “Create a New Referral” to begin.



**TEST TEST TEST**  
 Los Angeles  
 DEPARTMENT OF  
 County HEALTH SERVICES

REFERRAL PROCESSING SYSTEM

[Welcome](#)
[RPS Administration](#)
[Referral Initiation](#)
[Logout](#)

[My Referrals](#)
[Team Referrals](#)

My Action List


No row returned.

Referrals

[Create a New Referral](#)
[Referrals I Created which are Pending Submit](#)
[Submit Pending Referrals Awaiting My Approval](#)
[Referrals I Saved without Submitting](#)

[Referrals I created which are Unassigned in Administrative Review](#)
[Referrals I created which are Assigned in Administrative Review](#)
[Referrals I created which are Unassigned in Clinical Review](#)
[Referrals I created which are Assigned in Clinical Review](#)
[Referrals Requiring Additional Information from Me](#)
[Referrals I created which are Approved](#)
[Referrals I created which are Denied](#)
[Referrals I created which are Cancelled](#)
[Referrals I created which I can Cancel](#)
[Search for Referrals](#)

8. Click on “Lookup PATIENT DATA” to fill in patient Demographics. If you begin filling the information before you select Lookup, all the information will be lost.



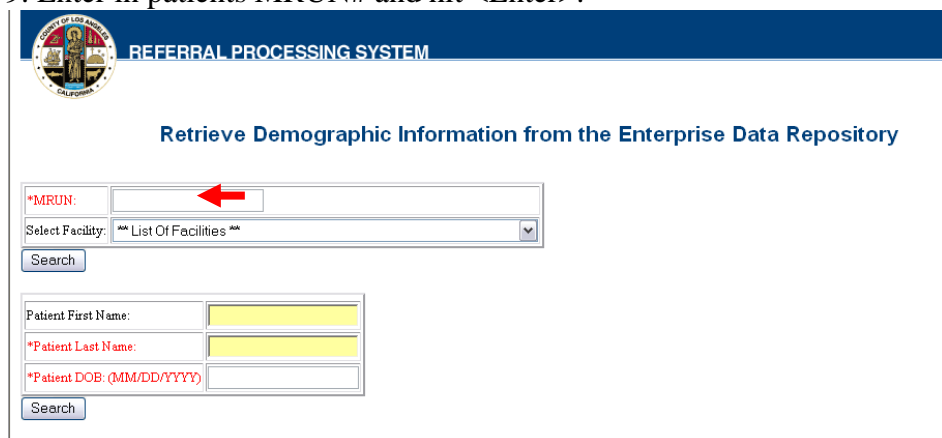
**REFERRAL PROCESSING SYSTEM**

**Referral Entry**  
 (User: RCTACC)

Referral ID  
 Referral Initiator  
 Requesting Clinical Activity \*  
 Requesting Clinician \*  
 Out of Area \*  
 Reason for Out of Area  
 Requested Clinical Service \*  
 Requested Clinical Activity \*


RCTacc  
 Please select...  
 Please select...  
 No  
 Please select...  
 Please select...  
 Please select...

9. Enter in patients MRUN# and hit <Enter>.



**REFERRAL PROCESSING SYSTEM**

Retrieve Demographic Information from the Enterprise Data Repository

\*MRUN#:  

Select Facility:

Search

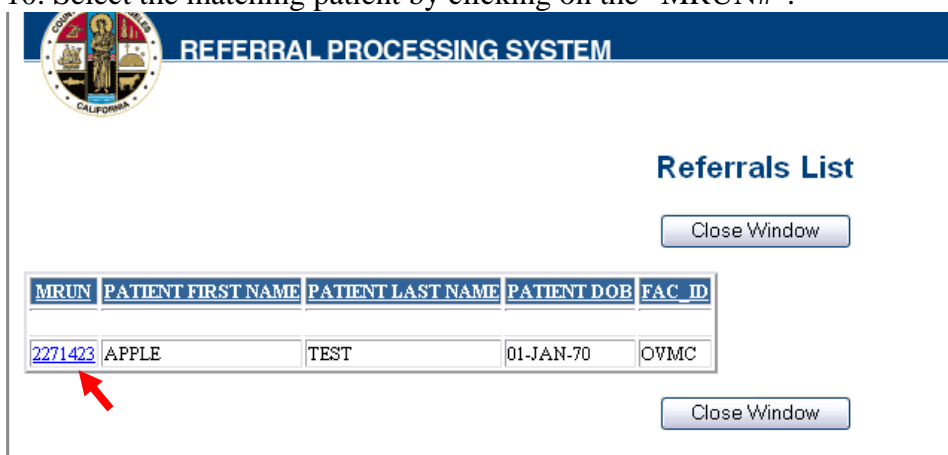
Patient First Name:

\*Patient Last Name:

\*Patient DOB: (MM/DD/YYYY)

Search

10. Select the matching patient by clicking on the “MRUN#”.



**REFERRAL PROCESSING SYSTEM**

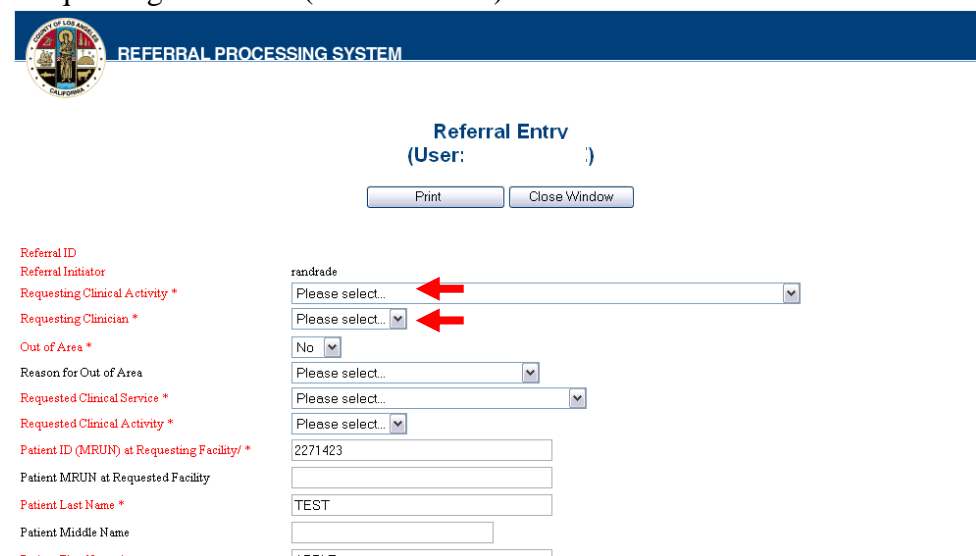
Referrals List

Close Window

MRUN	PATIENT FIRST NAME	PATIENT LAST NAME	PATIENT DOB	FAC_ID
<u>2271423</u>	APPLE	TEST	01-JAN-70	OVMC

Close Window

11. Patient demographics are filled in. Select “Requesting Clinical Activity”(from clinic) and “Requesting Clinician”(from clinician).




**REFERRAL PROCESSING SYSTEM**


Referral Entry  
(User: )

Print Close Window

Referral ID

Referral Initiator

Requesting Clinical Activity \*  

Requesting Clinician \*  

Out of Area \*

Reason for Out of Area

Requested Clinical Service \*

Requested Clinical Activity \*


Patient ID (MRUN) at Requesting Facility/ \*

Patient MRUN at Requested Facility

Patient Last Name \*

Patient Middle Name

12. Select “Requested Clinical Service”(to clinic) and “Requested Clinical Activity”(to specialty). Please refer to attached list of specialty clinics that are currently not available on-line (page 6).


**REFERRAL PROCESSING SYSTEM**

**Referral Entry**  
 (User: .....:)

<b>Referral ID</b> <b>Referral Initiator</b> <b>Requesting Clinical Activity *</b> <b>Requesting Clinician *</b> <b>Out of Area *</b> <b>Reason for Out of Area</b> <b>Requested Clinical Service *</b> <b>Requested Clinical Activity *</b> <b>Patient ID (MRUN) at Requesting Facility/ *</b> <b>Patient MRUN at Requested Facility</b>	<div style="border: 1px solid #ccc; padding: 2px;">randrade</div> <div style="border: 1px solid #ccc; padding: 2px;">Please select...</div> <div style="border: 1px solid #ccc; padding: 2px;">Please select...</div> <div style="border: 1px solid #ccc; padding: 2px;">No</div> <div style="border: 1px solid #ccc; padding: 2px;">Please select...</div> <div style="border: 1px solid #ccc; padding: 2px;">Please select...</div> <div style="border: 1px solid #ccc; padding: 2px;">Please select...</div> <div style="border: 1px solid #ccc; padding: 2px;">2271423</div> <div style="border: 1px solid #ccc; padding: 2px;"></div>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### 13. Review that all fields in “Red” are completed.

<b>Patient Last Name *</b>	<div style="border: 1px solid #ccc; padding: 2px;">TEST</div>
<b>Patient Middle Name</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Patient First Name *</b>	<div style="border: 1px solid #ccc; padding: 2px;">APPLE</div>
<b>AKA</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Gender **</b>	<div style="border: 1px solid #ccc; padding: 2px;">Female</div>
<b>Birthplace</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Mother's Maiden Name</b>	<div style="border: 1px solid #ccc; padding: 2px;">JONES,APPLE</div>
<b>Date of Birth (MM/DD/YYYY)**</b>	<div style="border: 1px solid #ccc; padding: 2px;">01/01/1970</div>
<b>Street Address (Line 1)**</b>	<div style="border: 1px solid #ccc; padding: 2px;">2222 MAIN STREET</div>
<b>Street Address (Line 2)</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>City **</b>	<div style="border: 1px solid #ccc; padding: 2px;">SYLMAR</div>
<b>State **</b>	<div style="border: 1px solid #ccc; padding: 2px;">CA</div>
<b>Zip **</b>	<div style="border: 1px solid #ccc; padding: 2px;">91342</div>
<b>Home/Contact Phone **</b>	<div style="border: 1px solid #ccc; padding: 2px;">818-364-1555</div>
<b>Work Phone</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Payment Source</b>	<div style="border: 1px solid #ccc; padding: 2px;">Unknown</div>

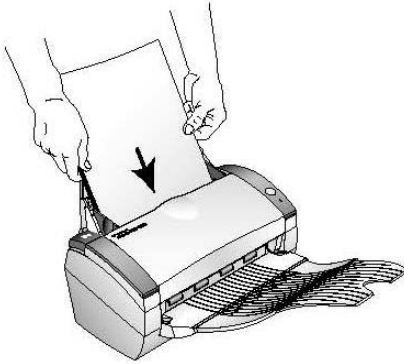
### 14. If labs are prerequisites for specialty, please note that labs are in Affinity. Please review before submitting. Click on “Submit” if completed. If you are waiting for results, you can click “Save” to submit at a later time.

<b>Authorization#/Medi-Cal#/ATP Exp. Date</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Name of Person Providing the Authorization #</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Phone No. of Person Providing the Authorization #</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Appointment Type</b>	<div style="border: 1px solid #ccc; padding: 2px;">Please select...</div>
<b>Reason for Referral **</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Consultant Action Requested</b>	<div style="border: 1px solid #ccc; padding: 2px;">Please select...</div>
<b>Pertinent History / Physical Exam **</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Lab Results &amp; Labs Pending</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Care Already Provided **</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>
<b>Requested Time Frame</b>	<div style="border: 1px solid #ccc; padding: 2px;">Routine</div>
<b>Additional Notes</b>	<div style="border: 1px solid #ccc; padding: 2px;"></div>

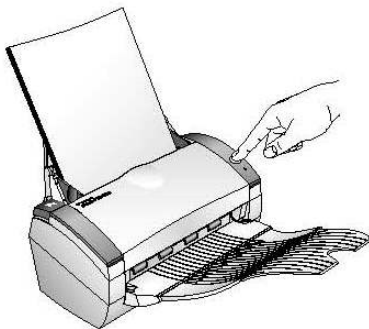
Red fields denoted with \* are required to either Save or Submit. Red fields denoted with \*\* are required to Submit a referral but not required to Save

### Attach A Scanned Document To A Referral

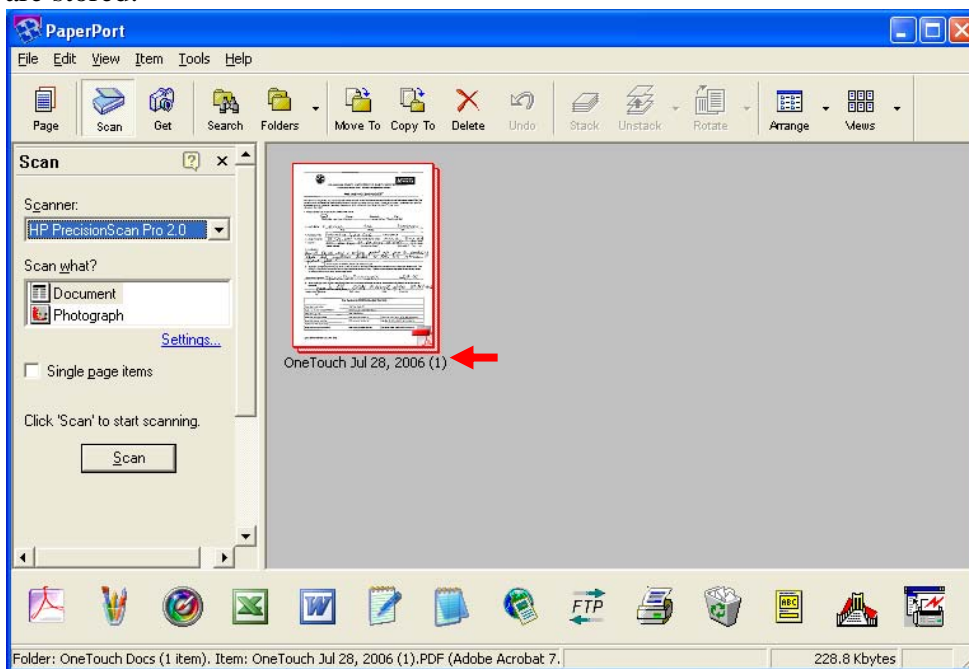
15. Load document information face down and pages up-side-down. Please note if the indicator light is blinking, the scanner is warming up and will take 30 seconds. Wait for a steady light before proceeding.



Press the button on the scanner.





16. The PaperPort Application will open. Rename file to match MRUN# of the patient. Close the application and look for a folder on the desktop called "Scanned Files". This is where the scanned files are stored.



17. After submitting the referral you are given a confirmation number. Please note this number in the

patient medical notes for future reference.


**REFERRAL PROCESSING SYSTEM**

**Confirmation for Referral # 6833**   
**(User: RCTACC)**


Create a NEW Referral
Copy ALL Data into a New Referral
Print
Close Window

Referral ID	6833
Referral Initiator	RCTacc
Requesting Clinical Activity *	Adult ( Mid-Valley Comprehensive Health Center)
Requesting Clinician *	
Requesting RPS Clinician	
Out of Area *	No
Reason for Out of Area	
Requested Clinical Service *	Dentistry/General Dentistry
Requested Clinical Activity *	Dental ( Mid-Valley Comprehensive Health Center) <a href="#">Display Activity Prerequisites</a>
Patient ID (MRUN) at Requesting Facility/Chart # *	2271423
Patient MRUN at Requested Facility	
Patient Last Name *	TEST
Patient Middle Name	
Patient First Name *	APPLE
AKA	
Gender **	Female
Birthplace	
Mother's Maiden Name	JONES,APPLE
Date of Birth (MM/DD/YYYY)**	01/01/1970
Street Address (Line 1)**	2222 MAIN STREET
Street Address (Line 2)	
City **	SYLMAR
State **	CA

18. If you wish to attach information to the referral, proceed to the bottom of the page. The documents given to the nurse would be scanned and the file will be named with the MRUN#. Type a Description for the attached file. Click on “Browse” to the attach File.

Zip **	91342
Home/Contact Phone **	818-364-1555
Work Phone	
Payment Source	Unknown
Authorization#/Medi-Cal#/ATP Exp. Date	
Name of Person Providing the Authorization #	
Phone No. of Person Providing the Authorization #	
Appointment Type	
Reason for Referral **	Reason for Referral
Consultant Action Requested	
Pertinent History / Physical Exam **	Pertinent History / Physical Exam
Lab Results & Labs Pending	
Care Already Provided **	Care Already Provided
Requested Time Frame	Routine
Additional Notes	
Additional Information	

**Attachments**

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Description</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">File</div> <div style="display: flex; align-items: center;"> <input type="button" value="Upload File"/> </div> </div> <div style="width: 55%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center;"> <input type="button" value="Browse..."/>  </div> </div> </div>						

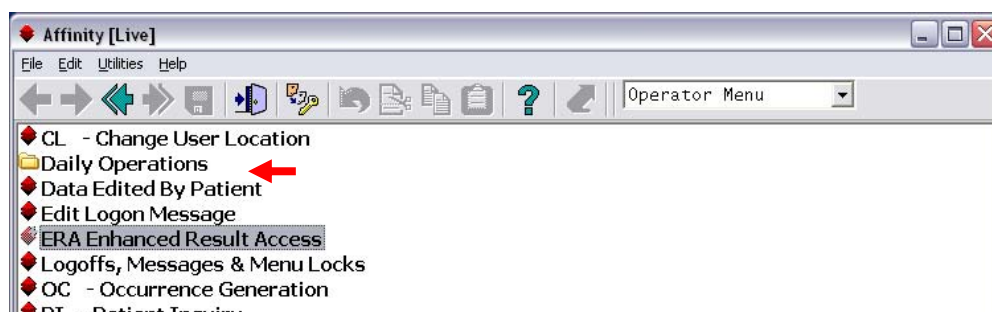
**Processing History**

Date/Time	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
10/03/2006 08:25:14	RCTacc	Start referral	Saved Before Submission			

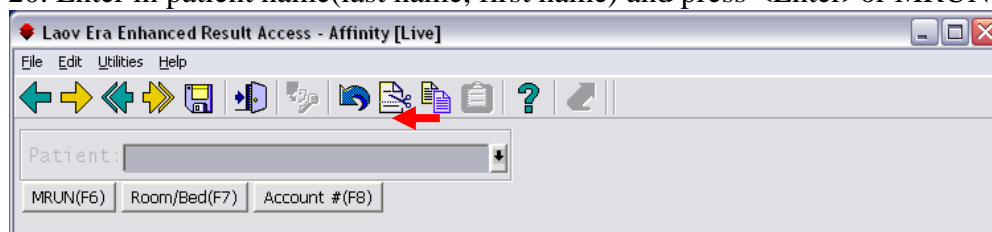
### Retrieving Lab Results from Affinity

19. Login to Affinity. Enter into Enhanced Result Access(ERAC).

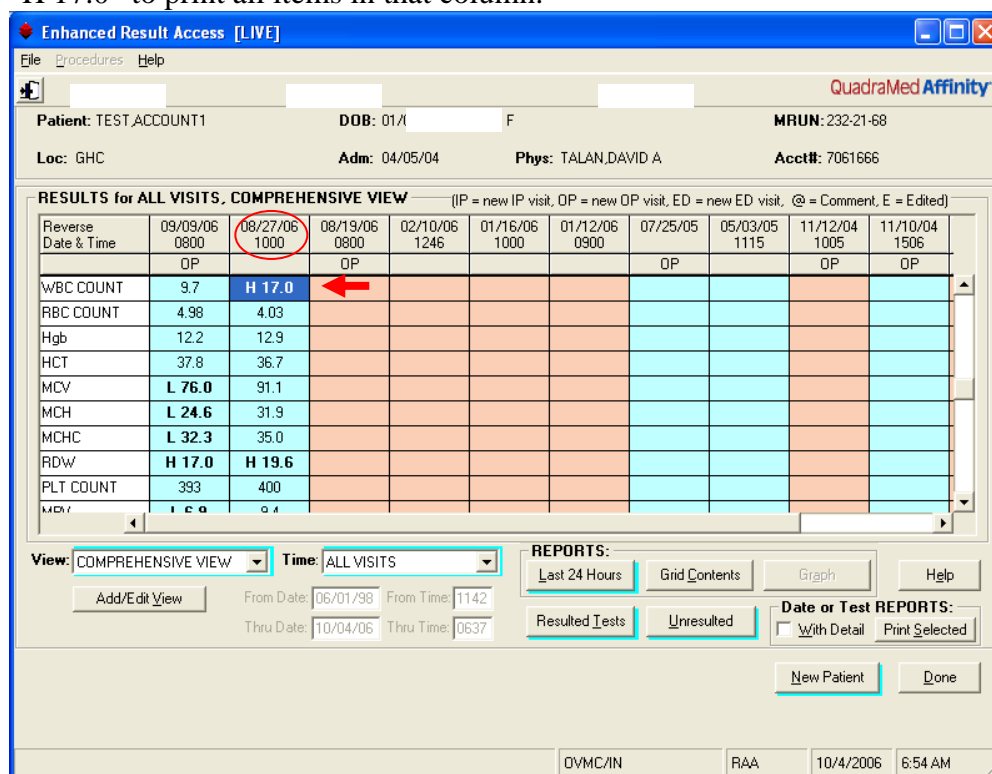




20. Enter in patient name(last name, first name) and press <Enter>or MRUN# and press <F6>.



21. Click once on one item within the column of results to print all items. For example, I will click on "H 17.0" to print all items in that column.



22. The item selected includes all items in the column. Click "Close" to create a result file.



**Query - OM RAC RESULTS FOR GRID CELL**

Close Print... Next Page Prev Page Retrieve All Stop

OVMC LIVE  
RESULTS FOR SELECTED GRID CELL, SUMMARY  
Printed Wed Oct 4 2006 6:58 AM Rev: RAA,IN

Name: TEST, ACCOUNT1 Sex: F DOB: 01/01/1901 MRUN: 232-21-68  
Loc: GHC Adm: 04/05/04 Att: AARONSON, JASON B Acc#: 7061666

Acct#: 7061666 PHGR Adm: 04/05/04

Ord # = L962178-1 \*STAT\*/RESULTED Collect D/T = 08/27/2006 1000

**HEMOGEM/DF**

Modifiers: (1 of 1)

WBC COUNT:	H 17.0	(3.8 - 10.9) thou cells/uL
RBC COUNT:	4.03	(3.66 - 5.34) mil cells/uL
HEMOGLOBIN:	12.9	(11.2 - 16.0) gm/dL
HEMATOCRIT:	36.7	(33.3 - 47.1) %
MCV:	91.1	(77.5 - 99.5) fL
MCH:	31.9	(26.3 - 34.3) pg
MCHC:	35.0	(32.7 - 35.5) gm/dL
RDW:	H 19.6	(11.2 - 14.8) %
PLATELET COUNT:	400	(141 - 401) thou cells/uL
MPV:	9.4	(7.0 - 10.9) fL

TYPE OF DIFF:

MANUAL

SCAN

SEG NEUTROPHIL:	H 83.0	(41.8 - 77.0) %
LYMPHOCYTE:	L 13.0	(14.5 - 44.7) %
MONOCYTE:	4.0	(3.3 - 11.0) %

WBC MORPHOLOGY:

MODERATE

TOXIC GRANULATION

PLATELET ESTIMATE: ADEQUATE

PLAT MORPHOLOGY: NORMAL

RBC MORPHOLOGY:

MODERATE

ANISOCYTOSIS

SLIGHT

POIKILOCYTOSIS

Page 1

23. Type Y and press <Enter> or click “Yes”.

**Laov Era Enhanced Result Access - Affinity [Live]**

File Edit Utilities Help

Print Y/N: N

Yes No

24. Press <F9> to create result file.

**Laov Era Enhanced Result Access - Affinity [Live]**

File Edit Utilities Help

Print Device:

Current Device(F6) Local Printer(F7) Other(F8) PC Download(F9)

25. Press <Tab> to move cursor to highlight “File Name” in blue. Press <Backspace> one time to delete “Download.txt”. Type in the c:\(MRUN#).txt, for example, “c:\555555.txt” then press <Enter>.

**Laov Era Enhanced Result Access - Affinity [Live]**

File Edit Utilities Help

PC Download

Protocol: ASCII

File Name: DOWNLOAD.TXT

26. Click “Done” to exit.

**Enhanced Result Access [LIVE]**

File Procedures Help

QuadraMed Affinity

Patient: TEST ACCOUNT1 DOB: 01/01/1901 Sex: F MRUN: 232-21-68  
 Loc: GHC Adm: 04/05/04 Phys: TALAN, DAVID A Acct#: 7061666

**RESULTS for ALL VISITS, COMPREHENSIVE VIEW** (IP = new IP visit, OP = new OP visit, ED = new ED visit, @ = Comment, E = Edited)

Reverse Date & Time	09/09/06 0800	08/27/06 1000	08/19/06 0800	02/10/06 1246	01/16/06 1000	01/12/06 0900	07/25/05	05/03/05 1115	11/12/04 1005	11/10/04 1506
	OP		OP				OP		OP	OP
WBC COUNT	9.7	H 17.0								
RBC COUNT	4.98	4.03								
Hgb	12.2	12.9								
HCT	37.8	36.7								
MCV	L 76.0	91.1								
MCH	L 24.6	31.9								
MCHC	L 32.3	35.0								
RDW	H 17.0	H 19.6								
PLT COUNT	393	400								
MCV	L 76.0	91.1								

View: COMPREHENSIVE VIEW Time: ALL VISITS

REPORTS: Last 24 Hours Grid Contents Graph Help

Add/Edit View From Date: 06/01/98 From Time: 1142 Thru Date: 10/04/06 Thru Time: 0637

Resulted Tests Unresulted

Date or Test REPORTS: With Detail Print Selected

New Patient Done

OVMC/IN RAA 10/4/2006 6:54 AM

27. Click “Yes” to exit.

**Affinity**

Are you sure you want to quit?

Yes No

### Attaching Lab Results to the Referral

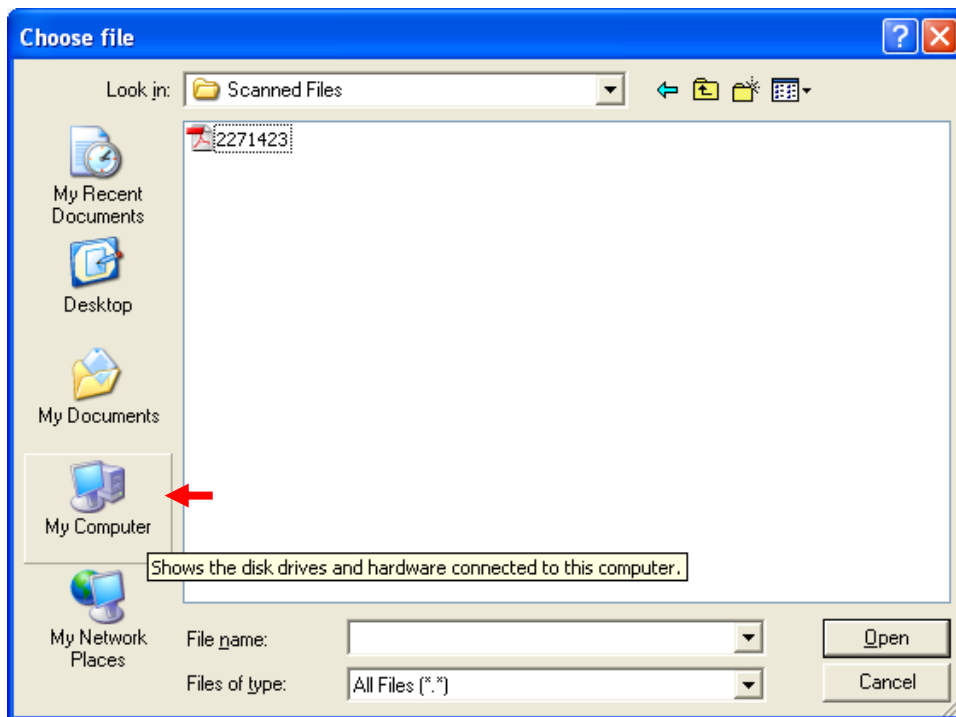
28. Return to the referral created. Scroll to the bottom of the referral, look for Attachments. Type a description of the file you are attaching. For example, type “Lab Results” on the “Description” field. Click “Browse”.

#### Attachments

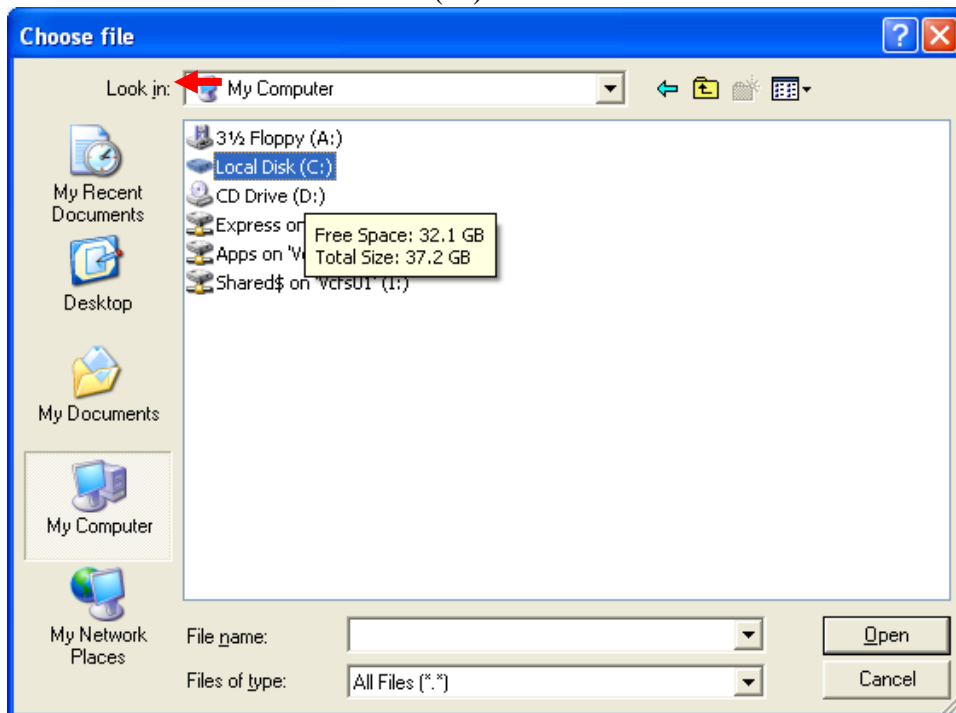
Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
Description	Lab Result					
File						Browse...
Upload File						

#### Processing History

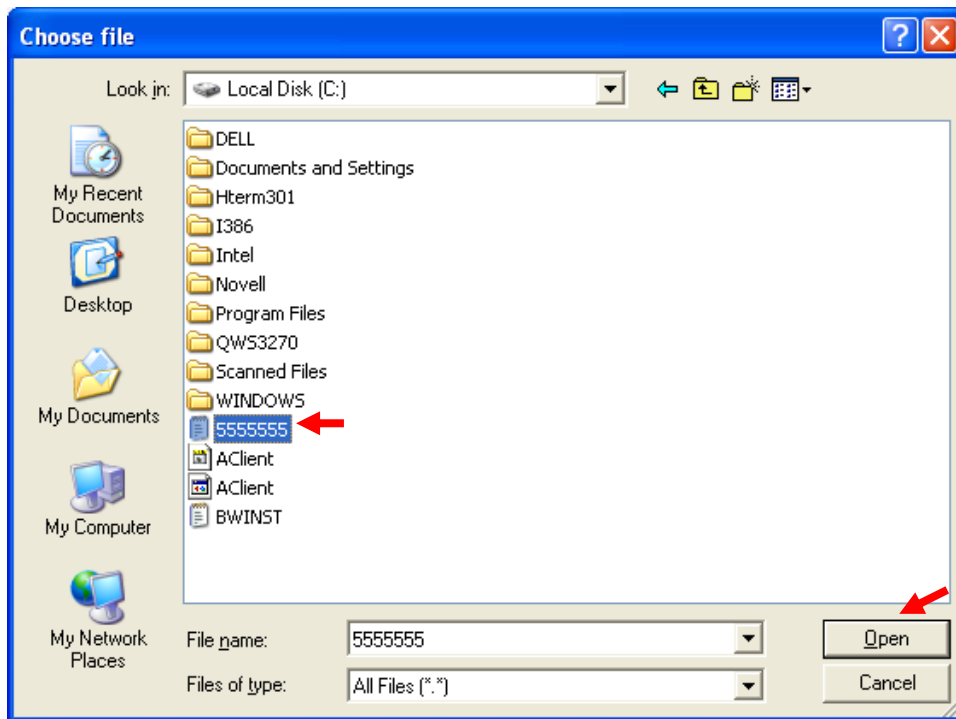
29. Click on “my Computer”.



30. Double-click on “Local Disk (C:)”.



31. Click on the file with the matching MRUN and click “Open”.



32. Displayed is the attached lab result to the referral.

**Attachments**

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
<a href="#">Lab Result</a>	F25713/5555555.TXT	text/plain	2415	RANDRADE	04-OCT-06	<a href="#">Remove File</a>

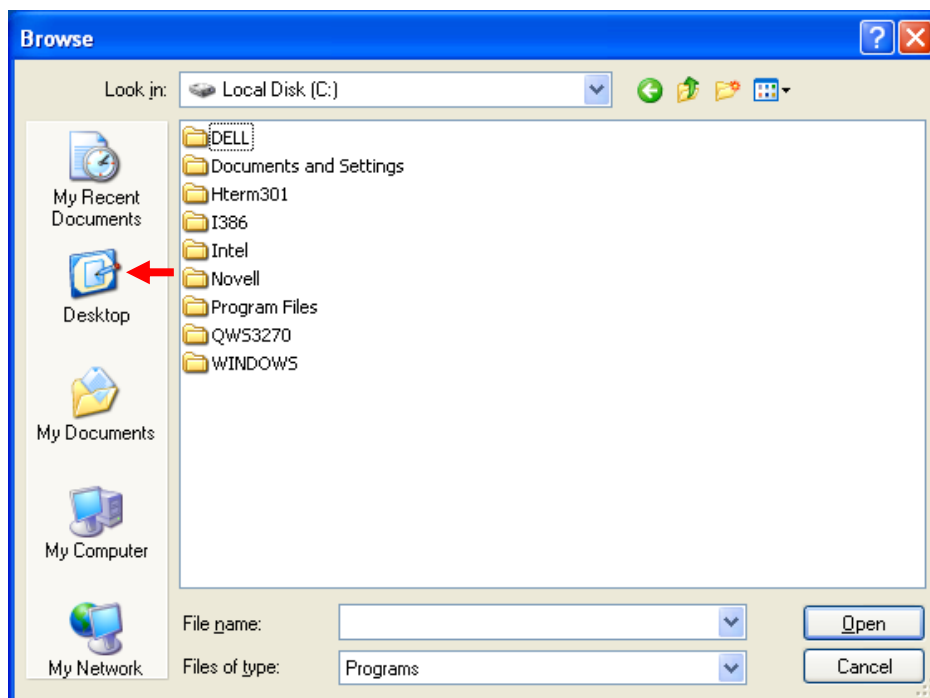
Description

File  [Browse...](#)

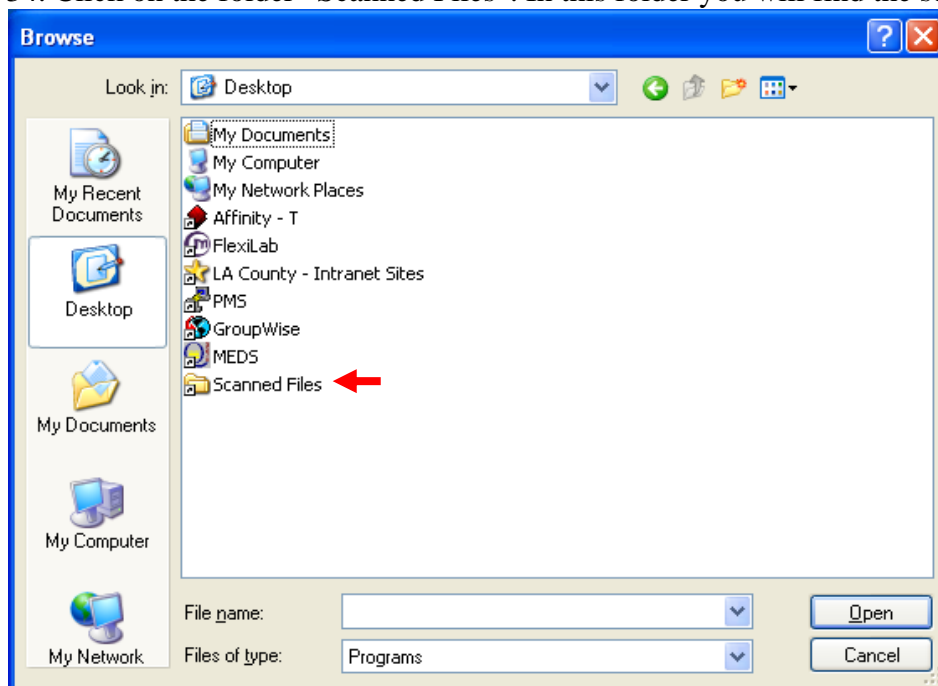
[Upload File](#)

**Processing History**

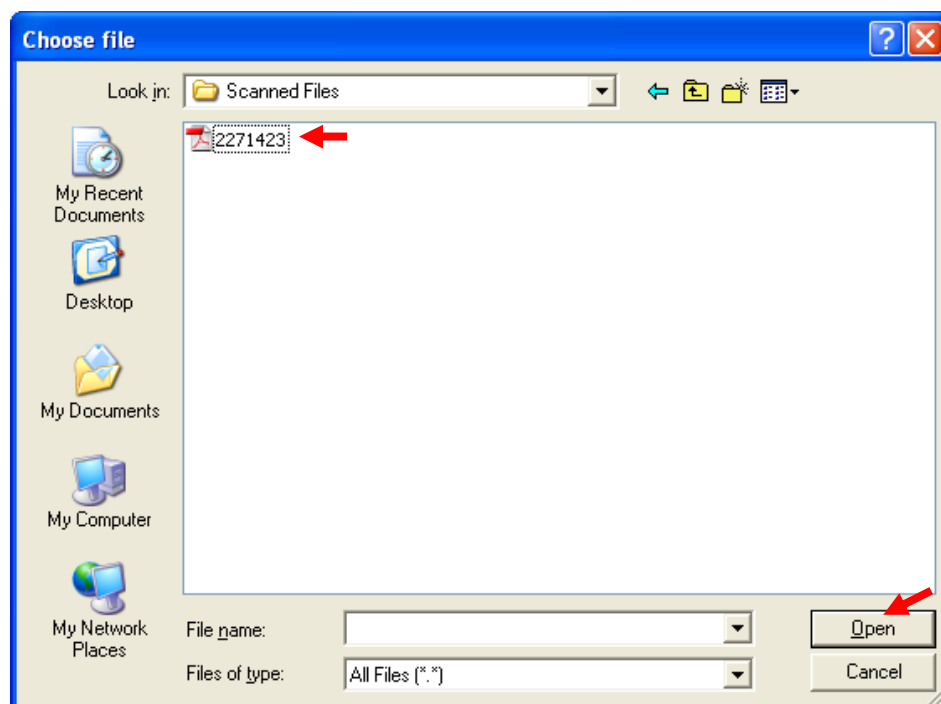
33. Change the location to search for the file. Click on “Desktop”.



34. Click on the folder “Scanned Files”. In this folder you will find the scanned files by MRUN#.



35. Click on the file with the matching MRUN and click “Open”.



36. Click on “Upload File” to attach to referral.

#### Attachments

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
Eye Exam	C:\Scanned Files\2271423.pdf					

#### Processing History

DateTime	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
08/09/2006 08:11:19	randrade	Start referral	Saved Before Submission			

37. Example below shows an attached file to the referral. You can click on the description to view the attachment. Click “Close Windows” to complete referral process.

#### Attachments

Description	File Name	MIME Type	Size	Creator	Date Last Updated	Action
<a href="#">Eye Exam</a>	F19277/2271423.PDF	application/pdf	2478484	RANDRADE	03-OCT-06	<input type="button" value="Remove File"/>

#### Processing History

DateTime	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
08/09/2006 08:11:19	randrade	Start referral	Saved Before Submission			

#### Review Items Requiring Your Action

38. Click on the referral to process, the status indicates what action is requested.

**Los Angeles County DEPARTMENT OF HEALTH SERVICES**

**REFERRAL PROCESSING SYSTEM**

Welcome | RPS Administration | Referral Initiation | Referrals for Administrative Review | Referrals for Clinical Review | Appointments | Operating

**My Referrals** | Team Referrals

Task List	Creation Date	Requested Clinical Activity	MRUN Status
10-OCT-06	GYN ( Olive View-UCLA Medical Center )	- Pending Submit	
10-OCT-06	GYN ( Olive View-UCLA Medical Center )	- Pending Submit	
10-OCT-06	GYN ( Olive View-UCLA Medical Center )	- Pending Submit	
13-OCT-06	Audiology ( Olive View-UCLA Medical Center )	- Pending Submit	

[Create a New Referral](#)  
[Referrals I Created which are Pending Submit](#)

39. Items that have been resolved will be removed from the list. If the items you processed are not removed, click on the “Refresh” button as shown.

**dhs\_home - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://web1.hsa.ladhs.org/portal/page?\\_pageid=33,309](http://web1.hsa.ladhs.org/portal/page?_pageid=33,309)

### Cancel Referrals You Created

40. To cancel a referral, click on “Referrals I created which I can Cancel”.

**Los Angeles County DEPARTMENT OF HEALTH SERVICES**

**REFERRAL PROCESSING SYSTEM**

Welcome | RPS Administration | Referral Initiation | Logout

**My Referrals** | Team Referrals

**My Action List**

No row returned.

**Referrals**

[Create a New Referral](#)  
[Referrals I Created which are Pending Submit](#)  
[Submit Pending Referrals Awaiting My Approval](#)  
[Referrals I Saved without Submitting](#)  
[Referrals I created which are Unassigned in Administrative Review](#)  
[Referrals I created which are Assigned in Administrative Review](#)  
[Referrals I created which are Unassigned in Clinical Review](#)  
[Referrals I created which are Assigned in Clinical Review](#)  
[Referrals Requiring Additional Information from Me](#)  
[Referrals I created which are Approved](#)  
[Referrals I created which are Denied](#)  
[Referrals I created which are Cancelled](#)  
[Referrals I created which I can Cancel](#)  
[Search for Referrals](#)

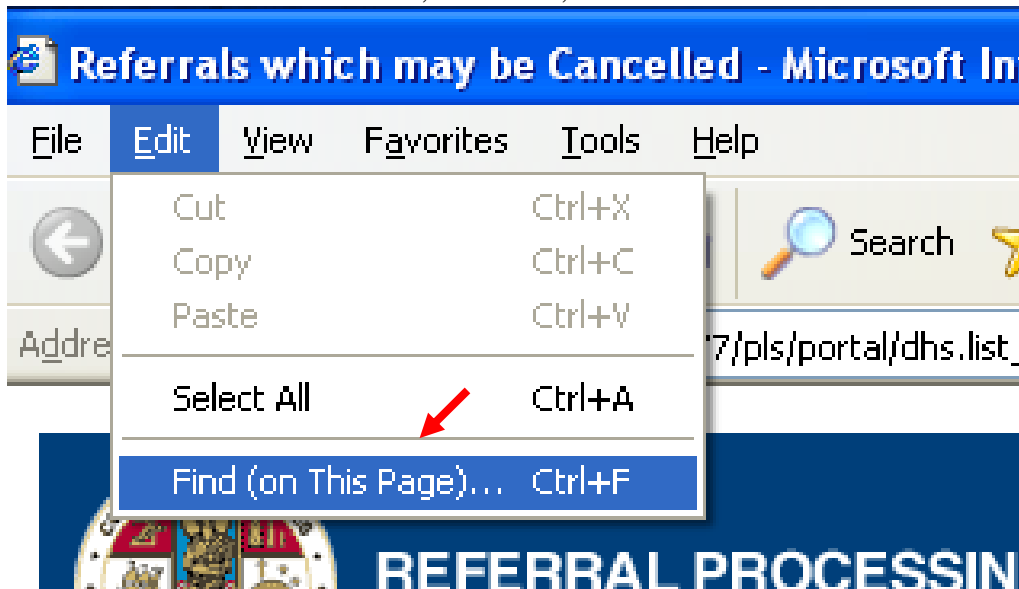


41. What is displayed are all referrals created that can be cancelled.

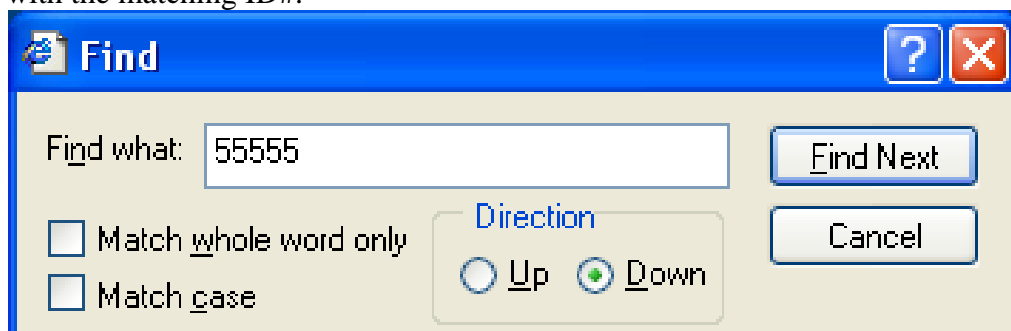


Referral ID	Patient Name	Initiator	Requesting Clinician	Init Date	Requesting Clinical Activity	Requested Clinical Activity
55555				10/13/06	Urology-HD (High Desert Health System)	Review Referral Surgery (High Desert Health System)
55555				10/13/06	Adult (San Fernando Health Center)	Neurology Lab (Olive View-UCLA Medical Center)
55555				10/13/06	Walk-in (Mid-Valley Comprehensive Health Center)	Ophthalmology General (Olive View-UCLA Medical Center)

42. To find the referral to cancel, click Edit, Find.



43. Type in the referral ID and hit <ENTER>. The item will be highlighted in blue. Select the referral with the matching ID#.




44. Scroll to the bottom of the page. Select a Cancel Reason and specify the reason for cancelling the referral. Once you click Cancel. It will take you to the main menu.

**Processing History**


DateTime	User	Action	Referral Status	Appointment Status	Pending user	Pending referral center
10/13/2006 11:55:02	Irodriguez	Start referral	Administrative Review - Unassigned			High Desert Health System Referral Center

Cancel Reason


Please select... 


Or specify if selecting "Other"

Cancel 

Close Window

45. If you are done for the day, close any open windows and please log out.



[Edit](#) [Logout](#) 

[Referrals for Clinical Review](#)

Thank you for your time and patience. Have a nice day.